

**IMPORTANT ITEMS TO REMEMBER AS YOU PREPARE TO RENEW YOUR  
IDAHO MORTGAGE LOAN ORIGINATOR LICENSE**

Dear Idaho Licensee:

The license renewal period is quickly approaching (opens November 1) and the Department is providing a few reminders prior to the renewal period to allow sufficient time to meet these requirements. If all items are fully completed before the renewal period begins the renewal process should go very smoothly.

With renewal upgrades to the functionality in NMLS, the system will *not allow* you to file a renewal submission until you have fully completed:

- 1) **The required 8 hours of Continuing Education *including* the one hour of Idaho Law.** The new Education Management System will give visual cues as to what credits still need to be completed. Check your Education record through the NMLS Composite View – View Education Record for more information.
- 2) **The Criminal Background Check authorization.** Many licensees will be required to get fingerprinted again this year because fingerprints on file expire after three years. The current status of fingerprints can be viewed through the NMLS Composite View – View Criminal Background Check Requests. This page will show the current fingerprint expiration date. Individuals are recommended to have fingerprints taken as soon as possible in order to make sure results can be delivered before submitting a renewal.
- 3) **The Credit Report authorization.** Although renewals can be submitted once this authorization is completed, the Department may still send you a follow-up inquiry based on its review of your credit report. Complete responses to such inquiries must be submitted in writing to satisfy Idaho's Financial Responsibility Policy 2011-01. All inquiry letters will be e-mailed to the individual directly, so be certain that your correct e-mail address is listed on the MU4 filing.

The NMLS will allow you to attest and submit to a renewal submission even if there are outstanding license items. Make sure to fully read, understand, and comply with all items listed in the renewal attestation **before** attesting to the filing. The renewal attestation is a legal oath to the regulator. If requirements have not been fully met for renewal when attestation is made to the filing, the result may be an administrative action for filing a false attestation.

- 1) Deficient items must be cleared *before* submitting the attestation for renewal. An exception includes sponsorship items. If an item cannot be cleared by the completion of the renewal period, including the new reinstatement period, please contact the Department directly for further instruction at either [mlo@finance.idaho.gov](mailto:mlo@finance.idaho.gov) or 208-332-8002.
- 2) If you have entered into a Conditional License Agreement with the Department, all items with a deadline of September 30, 2013 must be supplied on or prior to that date or there will be a late filing fee as outlined in the conditional agreement. The conditional agreement itself will remain in effect until December 31, 2013 as per condition 5. Specific notes have been added to the Credit Report Clarification - 2013 Conditional Agreement Signed license item on NMLS Composite View to show what conditions have been cleared. Additional notes have been added to the license status history.

If there are any questions regarding renewal requirements for Idaho mortgage loan originators, all requirements are listed on the NMLS Resource center at <http://mortgage.nationwidelicensingsystem.org/slr/common/renewals/Pages/default.aspx> or you may send an email inquiry to the Department Loan Originator Licensing Team at [MLO@finance.idaho.gov](mailto:MLO@finance.idaho.gov).